



## **RECRUITMENT #: 06-H26-SNL**

**OPENING DATE: April 26, 2006**

**CLOSING DATE: Continuous until filled**

### **ADMINISTRATIVE SPECIALIST I**

*(Seasonal Position)*

**Location:**

**Division of Public Health  
Office of Drinking Water  
Blue Hen Corporate Center  
Suite 203  
655 Bay Road  
Dover, DE 19901**

**SUMMARY STATEMENT:** This is the first level of administrative specialist work processing administrative and program information utilizing word processing, spreadsheet and database computer applications.

**MINIMUM QUALIFICATIONS:** Applicants must have education, training, and/or experience demonstrating competence in the following areas:

1. Experience in office operations.

Please detail all of your experience in office operations to include operating office machines; handling incoming and outgoing mail; postal and shipping services; answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies.

2. Experience in the use of standard computer software programs for word processing, spreadsheets or databases.

Please detail all their experience for each of the following: Experience in a computer software program for at least one of the following is required to meet the minimum qualifications.

- a) Creating word processing documents using a standard software package such as Word. Include the name of the software package(s) used and describe all your experience using word processing activities performed such as adjusting margins, tabs, centering text, spell check, cut/paste, formatting, creating tables/columns, graphics, merging information from various documents. Describe all your experience in composing correspondence using software package(s).
- b) Creating and maintaining databases using a standard software package such as Access. Include the name of the software package(s) used and describe all your experience using database activities performed such as create/print reports; design, create and edit file structures; sort/filter tables; create/modify queries; create relational tables; customize reports;

create macros, sub forms and compacting data; perform calculations and embedding objects. Describe all your experience in creating and maintaining database(s) as the sole staff support.

- c) Creating and maintaining spreadsheets using a standard software package such as Excel. Include the name of the software package(s) used and describe all your experience in using spreadsheet activities performed such as formatting/recording/arranging data and creating charts/graphs, developing formulas for calculations, using macros, linking spreadsheets and developing reports. Describe all your education, training and/or experience in creating and maintaining spreadsheet(s).

3. Experience in data collection.

Please detail all your experience in data collection to include collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff and others.

4. Knowledge of creating reports.

Please list/detail all your education, training and/or experience in creating reports to include combining and presenting data from multiple sources in an organized format.

**RATE OF PAY:** \$12.28/hour.

**LENGTH OF ASSIGNMENT:** One year.

**HOURS OF EMPLOYMENT:** 37.5 hours per week.

**BENEFITS:** No benefit package is available for this position.

**APPLICATION REQUIREMENTS AND CONTACT PERSON:** Submit a completed State of Delaware application to:

**Division of Public Health  
Office of Drinking Water  
Attn: Anita Beckel  
Blue Hen Corporate Center  
Suite 203  
655 Bay Road  
Dover, DE 19901  
Phone: (302) 741-8630  
Fax: (302) 741-8631**

**THE STATE OF DELAWARE IS AN AFFIRMATIVE ACTION  
AND EQUAL OPPORTUNITY EMPLOYER.**